DECEMBER 2019 CHILD COUNT DATA COLLECTION

This Power Point presentation is intended to walk school district special education staff through the December 2019 Child Count data submission process.

GETTING STARTED

- Access website: https://doe.sd.gov/ofm/data-childcount.aspx

Need District Login and Password (login same as last year - password was set by district). If password is forgotten or misplaced, contact DOE to have it reset.

- Extract data file from district's Infinite Campus, save to desktop or some other easy to access folder

    - Remember if uploading an excel file the worksheet name must be entered.

    - **If using an Excel data file please use a file with an extension of .xlxs**. Older versions of Excel will result in a failure to upload.

- Timeline for data submission: Dec. 2nd thru Jan 10th

- Final certification: February 7th, 2020

From Infinite Campus you will need to run the below report and save as either a CSV or Excel file.

Year 15-16 ▼	School All Schools ▼	Calendar All Calendars ▼

Index	Search	Help	<

SD December Child Count Report

SD December Child Count is an unduplicated count of all children with disabilities ages 3-21 receiving special education and related services according to an individualized education program (IEP) on Dec.
1 each year when Effective Date is null. If an Effective Date is entered, child count data will represent data as of effective date. Data will be pulled for the Year selected in the main toolbar

- ▸ Fees
- ▸ Grading & Standards
- ▸ Medicaid
- ▸ Programs
- ▸ Ad Hoc Reporting
- ▸ Transcripts
- ▸ User Communication
- ▸ Assessment
- ▸ System Administration
- ▸ Accountability.
- ▸ FRAM
- ▸ Surveys
- ▼ SD State Reporting
  - CRT Dakota Step
  - CRT Dakota Step-A
  - Health Extract
  - NCLB Student Data
  - **SD December Child Count Rep**
  - SD Extract
  - Upload Wizard
  - Dakota Writing

Extract Format: CSV ▼
Effective Date: 12/1/2016

MUST BE 12/01/2019

Generate Extract

Select Calendars

Which calendar(s) would you like to include in the report?
● list by school

Carthage Elementary
  15-16 Carthage Resd Elem
  15-16 Carthage Elementary
Carthage High School
  15-16 Carthage High School
Carthage Middle School
  15-16 Carthage Middle School
Harrisburg
Home School

Click on this report

Extract format MUST be csv!

Below is a sample data file from Campus, <u>several columns have been removed</u> to be able to display here.

Make sure date column is **12/01/2019**, there are all zeros in the flagged column and no student has more than one enrollment record in the upload.

School_Name	State_ID	Student_Name	Gender	State_Race_Ethnicity	Age	Grade	Flagged	Special_Ed_Category	Special_Ed_Program	Primary_Disability	State_School_Number	District_Number	Serving_District	Date
District 67-1	111111112	Student Name	F	WH	10	4	0	110	A		555	2	21001	21001	12/01/2018
District 67-1	111111113	Student Name	M	WH	7	1	0	100	A		550	2	21001	21001	12/01/2018
District 67-1	111111114	Student Name	F	WH	11	5	0	110	A		560	2	21001	21001	12/01/2018
District 67-1	111111115	Student Name	M	TR	6	KG	0	100	A		525	2	21001	21001	12/01/2018
District 67-1	111111116	Student Name	F	WH	11	5	0	100	A		525	2	21001	21001	12/01/2018
District 67-1	111111117	Student Name	M	WH	8	2	0	100	A		550	2	21001	21001	12/01/2018
District 67-1	111111118	Student Name	F	WH	3	EC	0	315	D		570	2	21001	21001	12/01/2018

From DOE home page **http://www.doe.sd.gov/**
Click on the December Child Count banner.

Access the database to upload data file, choose "Log-on to the Child Count Data Collection"

Special Education
December Child Count

Child Count is an unduplicated count of all children with disabilities ages 3 – 21 receiving special education and related services according to an individualized education program (IEP) on December 1st of each year.

Log-on to the Child Count Data Collection

Child Count 2019 Timelines:
Districts may begin uploads on December 2, 2019
All school districts must submit their child count by January 10, 2020.
Upon notification from DOE district superintendents will need to log in and complete a FINAL CERTIFICATION by February 7, 2020.

✚ December Child Count Reporting Documents

✚ Special Education Child Count Data Reports

For more information, contact the Department of Education's Office of Finance and Management at 605-773-3248.

south dakota
DEPARTMENT OF EDUCATION
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📞 (605) 773-3134   ✉ Contact Us

Enter login and password, click on SUBMIT.

Launchpad 2013

Launchpad Applications for State of South Dakota

Logon Name:

User Password:

Submit

System is to be used by authorized personnel.
Usage is logged.

Click on DE64SEChild Count.....

Launchpad 2013

Last Logon: 11/13/2014 9:55:58 AM

Launchpad Applications for State of South Dakota

Applications

Production Internet Applications
   DE64SEChildCount

Change Password

About

Child Count Year

2019

Select District

Choose District

Action
- Upload
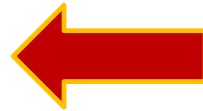- CC Submission
- Submission Summary
- PPPS Sign off list
- Summary by District
- Summary by School

Support Tables

Reports
Close

- You have now successfully logged into the data collection program!

- Select current child count year

- Select school district
  - If you are only associated with one district, only one will appear.

- Click on ACTION to get started

- Then click on UPLOAD

- Choose the appropriate file type; csv or excel (**you may only use Excel 2010, file ends with *.xlsx**). If choosing excel you must note the name of the worksheet that includes the data.

- Then click on Browse to find data file and finally Upload File.

- If the file has no errors you will get a summary of the count of records and a button to IMPORT RECORDS.

Child Count Year
2019 ▾

File Type csv ▾

[ ] Browse...

Upload File

Select District
Choose District ▾

Action
  Upload
  CC Submission
  Submission Summary
  PPPS Sign off list
  Summary by District
  Summary by School
  Student Search

Support Tables
Administration
Reports
Close

The menu items: PPPS Students and PPPS Signoff will only be displayed if the district is required to submit parentally placed private school student data.

Note: On the below example we are uploading an excel file – the name of the worksheet is prism. If uploading a CSV file – no sheet name is required.
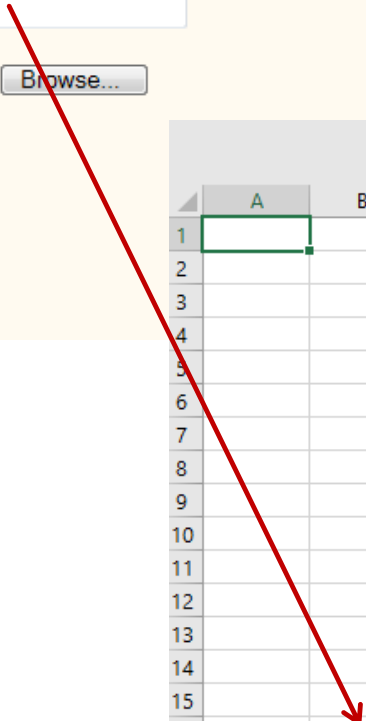
Files with errors

- If the file has errors it will not load
    - Each line will identify the student for which the error has been detected AND a short description of the type of error.
    - Fix the errors in Campus or if due to a multiple records for the same student fix the file before attempting another upload.

Child Count Upload

File Type [csv ▾]

[　　　　　　] [Browse...]   View File Layout   View Upload History

[Upload File]

Record	Errors
Parkston 33-3,Elementary,777777777,student 7,F,WH,03/02/2009,6,KG,1,315,,,,,,,,,0.67,,,,,C,550,,,,,2,,,33003,33003,12/01/2015	This record has been flagged
Parkston 33-3,SPED Out of District Placement,1000000001,student 10,M,WH,04/08/2008,7,1,0,100,,,,,,,,,0.67,,,,,C,505,,,,,,97,,,33003,49317,12/01/2015	State must be 8 or 9 digits

Total number of rows read: 10

Number of rows with errors: 2

Below is the screen that will reflect a successful upload – **you must click on Import Records** to proceed.

Child Count Upload

File Type [Excel ▼]

Sheet Name [prism]

[_____] [Browse...]   View File Layout   View Upload History

[Upload File]

Total number of rows read: 15
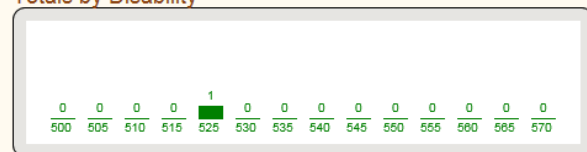
Number of rows with errors: 0   [Import Records]

Below is the submission signoff page – providing a summary count by LRE and primary disability. Sign here after reviewing and verifying your data.

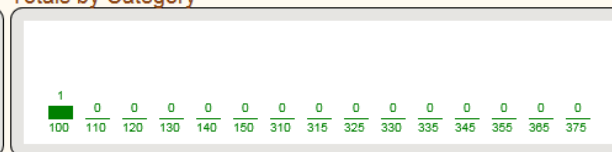## December 2019 Child Count Totals by Category and Disability

Aberdeen 06-1

Category	500 Deaf-Blind	505 Emotional Disturbance	510 Cognitive Disability	515 Hearing Loss	525 Specific Learning Disability	530 Multiple Disabilities	535 Orthopedic Impairment	540 Vision Loss
100 - Gen Class w/ Modifications	0	0	0	0	1	0	0	0
110 - Resource Room	0	0	0	0	0	0	0	0
120 - Self-Contained Classroom	0	0	0	0	0	0	0	0
130 - Separate Day School	0	0	0	0	0	0	0	0
140 - Residential Facility	0	0	0	0	0	0	0	0
150 - Home/Hospital	0	0	0	0	0	0	0	0
310 - EC 10 hrs, in district	0	0	0	0	0	0	0	0
315 - EC 10 hrs, other location	0	0	0	0	0	0	0	0
325 - EC less 10 hrs-in district	0	0	0	0	0	0	0	0
330 - EC less 10 hrs-oth location	0	0	0	0	0	0	0	0
335 - Home/Hospital	0	0	0	0	0	0	0	0
345 - Separate School	0	0	0	0	0	0	0	0
355 - Residential Facility	0	0	0	0	0	0	0	0
365 - Home	0	0	0	0	0	0	0	0
375 - Service Provider Location	0	0	0	0	0	0	0	0
Totals	**0**	**0**	**0**	**0**	**1**	**0**	**0**	**0**

Totals by Disability

0	0	0	0	1	0	0	0	0	0	0	0	0	0
500	505	510	515	525	530	535	540	545	550	555	560	565	570

Totals by Category

1	0	0	0	0	0	0	0	0	0	0	0	0	0
100	110	120	130	140	150	310	315	325	330	335	345	355	365	375

Submitted By: test

Title: test

Date: 12/15/2019

[Submit]   [Print]

OPTIONS FOR REVIEWING DATA

Child Count Year

2019 ▼

Select District
Choose District

Action
Upload
CC Submission
Submission Summary
PPPS Sign off list
Summary by District ←
Summary by School ←

Support Tables

Reports
Close

- Menu item – Summary by District provides a count by disability for either the entire district or for a selected school

- Menu item – Summary by School provides an option to choose a school and view student data.

STUDENT LEVEL DATA

There are two options to review data for each student; click on student's name OR click on paper/pencil icon under column VIEW. This is "read only" access – you are not able to make any corrections. If a correction is needed, contact DOE.

Using this menu option you are able to expand by clicking on the + sign to see each student reported for that disability.
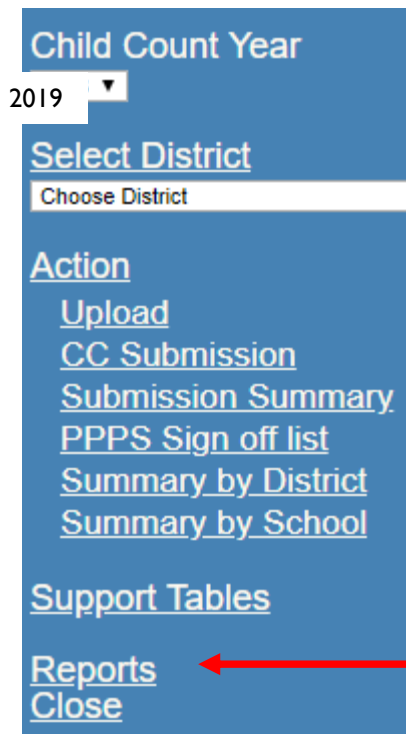
Child Count Summary

School
Parkston Elementary - 02

View	Student Disabilities	Total
	500 - Deaf-Blind	0
	505 - Emotional Disturbance	0
	510 - Cognitive Disability	0
	515 - Hearing Loss	0
	525 - Specific Learning Disability	2
📝 🗑	sample2, student	
📝 🗑	sample3, student	
	530 - Multiple Disabilities	0
	535 - Orthopedic Impairment	0
	540 - Vision Loss	0
	545 - Deafness	0
	550 - Speech/Lang Disorder	0
	555 - Other Health Impaired	0
	560 - Autism	1
📝 🗑	sample1, student	
	565 - Traumatic Brain Injury	0
	570 - Dev. Delay	1

REPORT OPTIONS

Child Count Year

2019

Select District

Choose District

Action
Upload
CC Submission
Submission Summary
PPPS Sign off list
Summary by District
Summary by School

Support Tables

Reports
Close

- Click on the Menu item – Reports

- Select Report Group dropdown – District

- Reports available:

  - Child Count List - will need to click on OPEN at bottom of screen, this report is the same as the child count listing that you have received in previous years.

  - Disability Report – will preload with data for all schools, all disabilities – however report may be filtered using parameters at the top of the screen for a selection of a school and/or disability (click View Report to update based on new parameters requested).

  - Multiple Disability Report – will need to click on OPEN button at the bottom of the screen, this report provides a detailed review of the data for reported MD students and also their funding level.

REPORTS CONTINUED:

- Child Count, by Age
  - Total Child Count reported by age 3 - 21
- Child Count, by Grade Level
  - Total Child Count reported by grade levels EC - 12
- Child Count: Ages 3 – 5
  - Total students ages 3 – 5, by education setting
- Child Count: Ages 6 – 21
  - Total students ages 6 – 21, by educational setting
- Disability Count Report
  - Total district count, by primary disability
- Private School Students (PPPS)
  - List of private school students for which services are not provided by the district.
  - **List of private school students for which services ARE provided can be printed from the screen on which the district signs off.**

EDUCATIONAL SETTINGS, GRADE VS AGE, AND INSTRUCTIONAL PROGRAM REPORTS

Child Count Year

2019 ▼

Select District

Choose District

Action

Upload
CC Submission
Submission Summary
PPPS Sign off list
Summary by District
Summary by School

Support Tables

Reports ⬅
Close

- DVR Reports: Education Setting & Grade vs Age

  - DVR Ed Setting – includes any child reported for which the educational setting code may not be appropriate

  - DVR Grade vs Age – includes any child for which the grade assignment reported is not typical for the age of the child

- Summary by Instructional Program Type

  - Provides a listing of all children and their reported instructional program type; this is a report your school business official may be interested in reviewing.

DE64SEChildCount Report Menu - [apps.sd.gov]

Report Group: District ▼

View	Name	Description
	Autism Report	Lists students with a 560 disability
	Child Count List	Child count list of a specific district separated by school.
	Child Count: Ages 3 - 5	Child Count Ages 3 - 5 by Least Restrictive Environment
	Child Count: Ages 6 - 21	Child Count Ages 6 - 21 by Least Restrictive Environment
	Child Count: By Age	Child Count break out by age
	Child Count: By Grade	Child Count break out by grade
	Disability Count Report	Lists counts by disability
	Disability Report	Lists each student, filtered by School, and Disability.
	DVR Report: Ed Setting	List children reported outside of approved mapping
	DVR Report: Grade Age	List Children reported outside of Age/Grade range
	Multiple Disability	List of children with multiple disabilities and the funding levels from a specific district separated out by schools.
	Statistical Profile Report	Counts of Gender, Grade, Age, Ethinicity, and Ed Setting by Year, District, School, and Primary Disability.
	Summary by Instructional Program Type	List of Children by Instructional Program Type

REPORTS CONTINUED…..

- <u>Statistical Profile Report</u> – this report will preload with data for all schools, all disabilities – similar to the Disability Report you may select a school and/or disability. To view previous years data you must return to main menu bar and change year to any previous year.

School ALL SCHOOLS   ▼   Primary Disability ALL DISABILITIES   ▼   View Report

◄◄ ◄ 1 of 1 ► ►◄   ◁   100%   ▼   Find | Next   🖫 ▼ ⟳

2014 STATISTICAL PROFILE SUMMARY

Primary Disability: ALL DISABILITIES

District: Parkston 33-3

School: ALL SCHOOLS

Sort Code: ALL SORT CODES

Ethnicity	Count
Asian	2
Black	2
Hispanic	1
Multiple Races	3
Native American	2
Pacific Islander	2
White	3
Total:	15

Grade	Count
1	1
2	1
3	1
4	3
5	1
6	1
8	2
9	1
10	1
12	2
EC	1
Total:	15

Ed Setting	Count
100	10
110	1
120	1
130	1
140	1
315	1
Total:	15

Age	Count
4	1
6	1
8	1
9	1
10	4
12	1
13	1
14	1
15	1
16	1
17	1
20	1
Total:	15

Gender	Count
F	5
M	10
Total:	15

PPPS (PARENTALLY PLACED IN PRIVATE SCHOOLS) DATA COLLECTION

SE Child Count
Production

Child Count Year

2019

Select District

Aberdeen 06-1

Action
  Final Certification
  Upload
  CC Submission
  PPPS Students
  PPPS Submission
  Submission Summary
  PPPS Sign off list
  Summary by District
  Summary by School
  Student Search

Support Tables
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Close

AFTER the Child Count data is submitted and the district has signed off --- then a district, if required, may upload or enter data for private school students. The menu item PPPS Students is one of the options available under "Action".

Click on PPPS Students

ENTERING DATA FOR PRIVATE SCHOOL STUDENTS

Districts that must submit data for (KG-12) private school students have three options:

1. Districts may indicate that they have no private school students to report

   - Click No, and then click SAVE
   - Proceed to PPPS Signoff, click on Submit after entering name and title

2. Districts may enter the data for their private school students

   - Indicate Yes, then click on Enter, Save & Continue
   - If the district has not yet finalized (signed off) on the child count upload – that must be completed first. An error message will display to remind you to sign off on the student child count.
   - If the district has signed off on the student child count, click on Save & Continue and Add.

     - Services Provided to this student? Yes or No
     - State ID of student – if reported yes to the first question the student MUST be included in your student child count and if reporting no the student should NOT be included in the student child count
     - If the services are provided (YES) and state ID is entered the name of the student should be displayed following the state ID data field and the birthdate should be entered for you.
     - Click on Insert
     - Continue to add all students in same manner

3. Districts may upload the data for their private school students

   - If the upload option is chosen, click Save & Continue
   - On following screen browse for data file of PPPS students and click on Upload File
   - Upload process is the same as student child count, browse, for file and if no errors are found click on Import

FINAL STEPS BY DOE

1. When all districts have completed their data submission and submission of data signed off (by January 10, 2020), DOE will review before finalizing the data for federal reporting purposes.

2. With the assistance of BIT we will review data to ensure that all data is reflective of the data reported in your district INFINITE CAMPUS student data program.

3. All districts will be notified by email when all edits are complete.

4. As per ARSD 24:05:17:09 the district superintendent will complete a signoff for a final certification of the data reported by February 7th, 2020.

FINAL CERTIFICATION SIGNOFF

Child Count Year
2019

Select District
Parkston 33-3

Action
Final Certification
Upload
CC Submission

Near the end of January all districts will be notified that final certification of the child count data submission may now be completed. All district superintendents will be required to log in, click on final certification menu item and enter their name and title and click print and submit. Final certification should be completed by February 7th, 2020.

SE Child Count
Test

Child Count Year
2019

Select District
Parkston 33-3

Action

Reports
Close

December 2019 Child Count Certification

Primary Disability	Count of Students
Autism Spectrum Disorder	1
Cognitive Disability	9
Developmental Delay	2
Emotional Disturbance	2
Multiple Disabilities	1
Other Health Impaired	3
Specific Learning Disability	12
Speech/Language Disorder	26

I declare and affirm that the child count reported by our district, as of December 1, 2019 is accurate and correct according to federal and state regulations and as referred to in ARSD, Chapter 24.05.17

Certified by:

Title:

Date Signed:

Submit   Print

CONTACTS OR QUESTIONS?

Informational & guidance documents regarding this data collection will be posted to the December Child Count webpage.

http://www.doe.sd.gov/ofm/data-childcount.aspx

Contacts:

- For questions about appropriate data submission – contact your SEP regional representative https://doe.sd.gov/sped/documents/0819-SPED-reps.pdf

- For questions about how to enter data to Campus or extracting the data from Campus – contact Teri Jung, 773-8197

- For questions about using the data submission program – contact either Susan Woodmansey, 773-4748 or Bobbi Leiferman, 773-5407